**Preliminary Procedures**
- Attend your RA’s closing meeting to hear valuable information about checking out at the end of the semester.
- Contact your RA no less than 24 hours in advance to schedule a checkout date and time.
- Make sure to move out within 24 hours after your last final exam and no later than noon, Friday, May 5. Graduating residents should move out no later than noon, Sunday, May 7.
- Complete the Cleaning Checklist with roommates and/or suitemates to divide cleaning tasks.

**Floors**
- Sweep and mop your floors, including the bathroom floor.
- Vacuum your carpeted areas (if applicable).

**Furniture**
- Remove all of your belongings from your desk, dresser and closet.
- Wipe out all drawers in your desk and dresser.
- Place all University-owned furniture back in its original location.
- Remove any personal furniture.
- Vacuum your sofas and chairs (for suites and apartments).

**Walls, Ceilings and Doors**
- Remove all wall decor, tape or sticky putty that you may have used.
- Remove all pictures and posters, including any pushpins or nails.
- Wipe down all of the walls and doors.
- Wipe down vents.
- Report any problems you have had with the doors or locks.

**Windows**
- Wash the inside of your windows.
- Re-install any screens that you may have taken out.
- Take down any signs or stickers displayed in windows.
- Remove any remaining tape strips and tape residue.
- Close and lock all of your windows.

**Bathroom**
- Wipe down all walls, tiles, surfaces and corners.
- Wipe down the mirror and sink areas.
- Clean the tub/shower area.
- Remove all mildew.
- Clean around and in the toilet bowl.

**Kitchen (where applicable)**
- Remove all of your belongings from the cabinets and appliances (including dishwasher).
- Clean out the refrigerator and freezer.
- Wipe down the outside and inside of the cabinets and drawers.
- Wipe down all of the countertops.
- Clean the stove top, burners, drip pans and oven.
- Clean the microwave inside and out.
- Sweep and mop your kitchen floor.

**Miscellaneous (where applicable)**
- Remove all personal items and trash from the area outside your room/apartment, including the balconies.
- Remove items from the washer and dryer/laundry rooms.
- Take all trash to dumpsters.
- Notify companies and subscriptions of your new address.
- Complete a mail forwarding request with CCU Mail Services.
- Consider donating any nonperishable items, clothing or furniture you will no longer be using.
- Remove bicycle from University Housing property.

**Final Checkout Procedures**
- Remember to double-check your room or apartment before leaving. You will not be allowed to return.
- Return your room key to your RA and complete the checkout process.
- Turn off all lights and lock the door behind you.